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SECRET

20 JUN 1974

COMPT 74-0926

MEMORANDUM FOR: Director of Central Intelligence
ATTENTION : Administrative Officer
SUBJECT : Staff Personnel Ceilings for FY 1975

1. As you know, a review was made of the Agency's personnel resources by the four Associate Deputy Directors, the Comptroller, and the Director of Personnel in order to determine appropriate ceilings for Fiscal Year 1975. As a result, ceilings for FY 1975 were established for all components which will bring the Agency staff personnel strength by the end of FY 1975

[redacted] These proposals were approved by the Director.

2. The recommended reductions for your area resulted in a staff ceiling of [redacted] and a contract ceiling of [redacted] for FY 1975. In order to implement the decision of the Director, it is necessary that position reductions and distribution of total ceiling be made immediately.

3. Therefore, you are requested to identify staff positions for deletion which will bring your Staffing Complement down to the 1975 total by 12 July 1974. The recommended reductions should be followed to the extent possible. You should also provide the Office of Personnel, Position Management and Compensation Division with a breakdown of ceiling for each of your components no later than 12 July 1974.

4. To the extent possible reductions of positions should be at the average grade level of your area in order that escalation of average grade may be avoided.

5. The Position Management and Compensation Division of the Office of Personnel will cooperate with you in making the necessary reductions.

[redacted]
F. W. M. Janney
Director of Personnel

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[redacted]
John D. Tams
Comptroller

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